



Annual Work Plan

UNDP Cyprus PFF

Project: 00060317
 Project Title: Management (UNDP PMO in Cyprus)
 Year: 2017

Report Date: 6/3/2018

Output	Key Activities	Timeframe		Responsible Party	Planned Budget					
		Start	End		Fund	Donor	Budget Descr	Amount US\$		
00075896 MANAGEMENT-UNDP PMO in Cyprus	HR - Administrative Assistan	1/7/2010	31/12/2012	UNDP	11300	UNDP	71400	Contractual Services - Individ	25,000.00	
	HR - Driver/Messenger	1/1/2012	31/12/2012	UNDP	11300	UNDP	71400	Contractual Services - Individ	25,000.00	
	HR - Finance	1/7/2010	31/12/2012	UNDP	11300	UNDP	71400	Contractual Services - Individ	7,000.00	
	HR - Operations Clerk	1/7/2010	31/12/2017	UNDP	11300	UNDP	71400	Contractual Services - Individ	25,000.00	
	HR - Operations Manager	1/7/2010	31/12/2012	UNDP	11300	UNDP	61000	Salary Costs - Regular Staff	20,000.00	
	Information Technology	23/7/2010	31/12/2017	UNDP	11300	UNDP	72800	Information Technology Equipm	18,000.00	
	Other Miscellaneous Expens				UNDP	11300	UNDP	70000	Operating Expenses	46,653.00
					UNDP	30084	UNDP	70000	Operating Expenses	1.00
	SECURITY		23/7/2010	31/12/2011	UNDP	11300	UNDP	70000	Operating Expenses	4,000.00
	Training/Learning		23/7/2010	31/12/2017	UNDP	11300	UNDP	71600	Travel	10,000.00
	Travel and Missions		1/7/2010	31/12/2017	UNDP	11300	UNDP	71600	Travel	2,500.00
	Vehicles		1/7/2010	31/12/2017	UNDP	11300	UNDP	70000	Operating Expenses	1,000.00
Women Film Week		1/7/2010	31/12/2017	UNDP	11300	UNDP	70000	Operating Expenses	1,500.00	
TOTAL									185,654.00	
GRAND TOTAL									185,654.00	



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00075896 MANAGEMENT-UNDP PMO in Cyprus	HR - Administrative Assistan	1/7/2010	31/12/2012	UNDP	11300	UNDP	71400	Contractual Services - Individ	8,370.44	
	HR - Driver/Messenger	1/1/2012	31/12/2012	UNDP	11300	UNDP	71400	Contractual Services - Individ	6,138.33	
	HR - Finance	1/7/2010	31/12/2012	UNDP	11300	UNDP	71400	Contractual Services - Individ	11,545.44	
	HR - Operations Clerk	1/7/2010	31/12/2017	UNDP	11300	UNDP	71400	Contractual Services - Individ	11,866.15	
	HR - Operations Manager	1/7/2010	31/12/2012	UNDP	11300	UNDP	61100	Salary Costs - NP Staff	16,676.75	
	HR - Programme Manager	1/7/2010	31/12/2016	UNDP	11300	UNDP	71400	Contractual Services - Individ	3,848.48	
	Information Technology	23/7/2010	31/12/2017	UNDP	11300	UNDP	72800	Information Technology Equipm	6,478.89	
	Other Miscellaneous Expens		1/5/2012	31/12/2012	UNDP	30084	UNDP	70000	Operating Expenses	1.00
					UNDP	11300	UNDP	70000	Operating Expenses	6,408.70
		Training/Learning	23/7/2010	31/12/2017	UNDP	11300	UNDP	71600	Travel	2,301.07
	Travel and Missions	1/7/2010	31/12/2017	UNDP	11300	UNDP	71600	Travel	2,301.07	
TOTAL									75,936.32	
GRAND TOTAL									75,936.32	